

Dispose of Information Properly



HELPFUL TIPS

- ◆ Destroy/shred hard copy confidential documents that contain personal information such as social security numbers, credit card numbers, bank account numbers, health records, etc.
- ◆ Ensure you are using the right tools when destroying and disposing personal information or media storage from your computer, cd/dvd or mobile devices
- ◆ At work, follow your organization's retention and disposal procedures

Cyber Security It's Up 2 U



**Multi-State
Information Sharing and
Analysis Center**

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